

**Instructions for filling out NOAA Corps Recommendation for Award Form 56-63**

**PART I - Recommended Officer Data**

1. Name: Self Explanatory
2. Rank: Self Explanatory (e.g. CDR, LCDR, CAPT)
3. SSN: Social Security Number (Self Explanatory)
4. Organization: Full Address of Office/Ship where service member is assigned
5. Reason for Award: Enter ACH=Achievement, SVC=Service, RET=Retirement, PCS=Permanent Change of Station
6. Branch of Service: Enter Branch of service (e.g. NOAA, USPHS, and USCG)
7. Recommended Award: Enter NCDR-NOAA Corps Director's Ribbon, NCAM- NOAA Corps Achievement Medal, NCCM- NOAA Corps Commendation Medal
8. Period of Award: Self Explanatory
9. Previous Awards: Enter previous awards approved during the service member's current tour of duty.

**PART II - Recommender Data**

10. Name: Self Explanatory
11. Address: Self Explanatory
12. Title/Position: Self Explanatory
13. Rank/Grade: Self Explanatory (e.g. GS-15, CDR)
14. Relationship to Awardee: Self Explanatory (e.g. Rater, Supervisor, Project Leader)
15. Signature: An original signature is required on this form.
16. Date: Enter the date the award was submitted.

**PART III – Justification and Citation Data**

17. Achievements: Indicate in bullet or Paragraph form justification for the recommended award.
18. Proposed Citation: Enter up to five lines for the citation on the certificate

Top of Page 2: Enter the recommended officer's name and social security number.

**PART IV – Recommendation/Approval/Disapproval**

19. Intermediate Authority
- 19a. To: Address of the Intermediate Authority
- 19b. From: Address of the Recommender
- 19c. Date: Self Explanatory
- 19d. Recommend: Check the appropriate block.
- 19e. Name: Self Explanatory
- 19f. Rank: Self Explanatory (e.g. CDR, LCDR, CAPT)

19g. Title/Position: Self Explanatory

19h. Signature: An original signature is required on this form.

19i. Comments: Any comments that support the recommendation.

20a-i. Same as 19a-i

**RECOMMENDATION FOR AWARD**

For use of this form, see NCD Chapter 12; the proponent agency is the NOAA Corps Commissioned Personnel Center

**PART I - RECOMMENDED OFFICER DATA**

1. NAME (Last, First, M.I.)	2. RANK	3. SSN	
4. ORGANIZATION	5. REASON FOR AWARD (INDICATE ACH, SVC, PCS, OR RET)		
6. BRANCH OF SERVICE	7. RECOMMENDED AWARD	8. PERIOD OF AWARD	
		a. FROM	b. TO
9. PREVIOUS AWARDS			

**PART II - RECOMMENDER DATA**

10. NAME		11. ADDRESS	
12. TITLE/POSITION	13. RANK/GRADE		
14. RELATIONSHIP TO AWARDEE		15. SIGNATURE	16. DATE

**PART III - JUSTIFICATION AND CITATION DATA (Use Specific Bullet Examples of Meritorious Acts or Service)****17. ACHIEVEMENTS**

ACHIEVEMENT #1

ACHIEVEMENT #2

ACHIEVEMENT #3

ACHIEVEMENT #4

**18. PROPOSED CITATION**

NAME			SSN		
<b>PART IV - RECOMMENDATION/APPROVAL/DISAPPROVAL</b>					
19. INTERMEDIATE AUTHORITY	a. TO		b. FROM		c. DATE
d. RECOMMEND:	APPROVAL	DISAPPROVAL	UPGRADE TO	DOWNGRADE TO	
e. NAME			f. RANK		
g. TITLE/POSITION			h. SIGNATURE		
i. COMMENTS					
20. INTERMEDIATE AUTHORITY	a. TO		b. FROM		c. DATE
d. RECOMMEND:	APPROVAL	DISAPPROVAL	UPGRADE TO	DOWNGRADE TO	
e. NAME			f. RANK		
g. TITLE/POSITION			h. SIGNATURE		
i. COMMENTS					
21. Uniform and Award Board Authority	a. TO		b. FROM		c. DATE
d. RECOMMEND:	APPROVAL	DISAPPROVAL	UPGRADE TO	DOWNGRADE TO	
e. NAME			f. RANK		
g. TITLE/POSITION			h. SIGNATURE		
i. COMMENTS					
22. APPROVAL AUTHORITY	a. TO		b. FROM		c. DATE
d. ACTION:	APPROVED	DISAPPROVED	UPGRADED TO	DOWNGRADED TO	
e. NAME			f. RANK		
g. TITLE/POSITION			h. SIGNATURE		
i. COMMENTS					